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31 July 62

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Agency Positions, Grades GS-16, GS-17, and GS-18

1. PROBLEM. Standardization of Agency administration of supergrades.

2. FACTS.

25X9A2 a. The original program establishing supergrades under the Classification Act of 1949 and the Defense Production Act of 1950 provided for 400 and 250 such positions, respectively, within the Government and required Presidential approval on GS-18 positions and Civil Service Commission approval on GS-16 and GS-17 positions.

25X9A2 b. The Comptroller General ruled that this Agency could establish supergrade positions, regardless of the over-all Government numerical limitations. The first group of such positions was established in December 1949.

25X9A2 c. As of 18 July 1952, supergrade positions have been established in CIA, exclusive of positions which this Agency provides for the Psychological Strategy Board. On the face of it, this number appears proportionately excessive, and the Bureau of the Budget has informally cautioned this Agency against overgrading.

25X9 d. The proportion of authorized supergrade positions to approved positions in the Agency is percent. The proportion of supergrade employees to total on-duty strength of the Agency is percent. The proportion of authorized supergrade positions to authorized ceiling is percent. Eleven other Government agencies exceed this proportion, as shown in Tab A. The distribution of supergrades in CIA and the present status of incumbency are shown in Tab B.

25X9 e. Examination by title of supergrade positions elsewhere in the Government shows that CIA generally follows a uniform pattern, as shown in the sample comparisons in Tab C.

25X9 f. Two of the factors contributing to the number of supergrades required in CIA are the relatively few statutory positions (5) and the Agency need for highly specialized talents competitively sought by industry.

Security Information

25X9

g. The original program establishing supergrades in the Government provided for very rigid and careful control of allocation and administration of the positions. In the period of over two years since it was established, the total of supergrades has increased only positions throughout the entire Government, exclusive of CIA.

h. In contrast, the establishment of supergrades in CIA is relatively simple and easy, and most positions have been established arbitrarily, with little or no review or justification as required elsewhere in Government. This coupled with the fact that no over-all Agency ceiling has been established for supergrades has resulted in the growth from such positions since December 1949.

25X9A2

3. DISCUSSION.

a. This Agency should bring its supergrade administrative practices under more rigid and restrictive control for three reasons:

- (1) To comply with the spirit of the Agency's commitment to adhere as much as possible to standard Civil Service procedures.
- (2) The continued increase of such positions, which will occur in the absence of restrictions, will strengthen the criticism of the Bureau of the Budget and may perhaps bring Congressional criticism.
- (3) As a matter of equity, it is only appropriate that supergrades be established and administered in a manner comparable to that of the lower-graded positions in the Agency.

b. It having been determined that a fairly high number of supergrades are necessary for the accomplishment of the Agency's mission, every effort should be made to protect our continued authority to administer them internally.

4. CONCLUSIONS.

- a. The present number of positions now classified at the supergrade level, while relatively large, could be justified.
- b. The present system tends toward the creation of more and more supergrade positions, which, if not more rigidly controlled, may lead to abuse.
- c. The Agency's procedures for the establishment of supergrade positions do not meet the strict standards required of other Government agencies.

- d. Documentation of these positions is inadequate and would not meet Civil Service requirements.
- e. The total number of supergrades should not exceed one percent of the approved ceiling for the entire Agency.

3. RECOMMENDATIONS.

- a. That a Board consisting of the Assistant Director (Personnel), the Comptroller, and designated representatives of the three Deputy Directors be appointed to insure that adopted requirements and standards are set and to review the justification for the establishment or reclassification of any position at supergrade level;
- b. that the Classification and Wage Division of the Personnel Office subject all supergrades to the same procedures applied to standard-graded positions, including documentation by functional statements, charts, directives, and position descriptions, in conformity with Civil Service requirements;
- c. that the Board and the Classification and Wage Division review all present supergrade positions and make recommendations for corrective action, including downgrading where appropriate;
- d. that all actions involving supergrades shall be presented to the Board through the Deputy Director concerned;
- e. that the initial establishment or any subsequent action involving a position classified at GS-16 be approved by the Director and ~~grades GS-16 and GS-17 be approved by the Deputy Director (Administration)~~ upon recommendation by the Board;
- 25X9A2 f. that an over-all Agency ceiling of be established for super-grade positions (this is just under percent of the present 25X9 approved ceiling);
- g. that any requests for establishment of a supergrade position above this ceiling be approved only by the Director.

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Acting Deputy Director
(Administration)

APPROVED as amended
DEPARTMENT

SA/ADD/A:ESW:jeb
3 Att

Att 1 - Tab A
Att 2 - Tab B
Att 3 - Tab C

cc: A-AD/P (w/basic)

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WALTER B. SMITH
Director